

Reproduction and Distribution

The Printing and Distribution Division, Room CB-203, telephone 841-3390, is located on the first basement level of Conolly Hall (near student mailboxes). The division operates from 0730-1630 on normal workdays. This shop distributes books and selected readings (unclassified) for use in each trimester's course of study. Students will receive notification when initial and follow on study materials are ready.

Photographic Division

The Photographic Division, Room P-02 (Basement of Pringle Hall), telephone 841-3426, provides the Naval War College limited photographic capability including black and white prints/negatives and color slides. Official service record photos are available by calling 841-3537 for an appointment. Passport photographs are not provided by the NWC Photographic Division, but can be arranged through commercial stores in the area. Fees for passport photographs required for official travel can be reimbursed through the travel claim process.

Security

The Security Manager is responsible for the Physical Security Program of the Naval War College. A detailed discussion of the Physical Security Program is contained in the SORM.

All access doors to the Naval War College are locked except the main entrance to Spruance/Conolly Hall near the Quarterdeck. To enter Luce/Pringle/Mahan/Spruance/Conolly/Hewitt Halls, students must enter at the front entrance to Conolly/Spruance or use their Security I.D. badge to enter doors equipped with a card reader. Entrance to the Naval War College is controlled and monitored by the sentry on duty. If you forget your NWC I.D. badge, you must enter at the Conolly Quarterdeck, show your military I.D. and sign for a visitor badge, to be turned in when you leave for the day.

Students may bring visitors into the Naval War College after hours on an unscheduled basis by receiving clearance from the sentry and logging visitors in and out. Visitors must stay with the sponsoring student while in the Naval War College and will be issued an Escort Required badge.

The NWC security watch consists of an Officer of the Deck (OOD) and a Petty Officer of the Watch (POOW) who stand a 24-hour watch in the Conolly Hall Duty Office. This watch conducts itself in accordance with Security Standing Orders. A Command Duty Officer (CDO) represents the command outside normal working hours, and among other duties, implements the provisions for physical security.